



Code: 8739

Family: Public Safety

Service: Public Safety

Group: Fire Service

Series: Firefighting

CLASS TITLE: BATTALION CHIEF

CHARACTERISTICS OF THE CLASS

Under direction, manages staff resources for an assigned fire battalion directing and coordinating fire suppression and rescue, training, and administrative activities for the Chicago Fire Department, and performs related duties as required

ESSENTIAL DUTIES

- Functions as second in command to the Deputy District Chief (DDC) and assumes the duties of the DDC in the DDC's absence
- Supervises emergency incidents and/or rescue activities
- Conducts operations utilizing the Incident Command System (ICS) under direct supervision of exempt rank officer(s) until the scene is secured or relieved of duties by a superior officer upon transfer of command
- Ensures the enforcement of fire prevention laws and ordinances governing the prevention of fires and elimination of safety hazards
- Plans, organizes, directs, and monitors the activities of assigned personnel engaged in fire suppression or prevention activities
- Evaluates the effectiveness of fire prevention programs and makes adjustments to programs to maintain and improve program effectiveness
- Evaluates staff work performance and initiates the commendation and/or discipline of uniformed staff in accordance with department policies and procedures
- Ensures that proper medical procedures are followed by members under command
- Ensures adequate staff coverage and a sufficient emergency recall roster
- Provides guidance and training to those under command in the form of post incident critiques, facility walk throughs, company/battalion school and hands-on training (drills)
- Observes roll calls and performs inspections of companies under command, per current department policies and procedures
- Makes department orders, memos, announcements, directives and other communications available to fire companies and personnel assigned to their command and ensures adherence to correspondence, as required
- Prepares and reviews forms, reports, journals and other documentation to ensure accurate and thorough records of companies and houses in the battalion
- Uses first responder medical equipment and supplies, including automated extended defibrillator equipment
- Wears protective clothing and specialized self-contained breathing apparatus for extended periods of time
- Drives fire-related automobile type emergency vehicle under emergency conditions in a safe and conscientious manner, through all types of weather and road conditions, ensuring the safety of personnel and the general public

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Career Service status as a Fire Captain, Captain/EMT or Captain/Paramedic of the Chicago Fire Department is required
- At least 30 months of service as a Fire Captain, Captain/EMT or Captain/Paramedic is required at time of promotion

Licensure, Certification, or Other Qualifications

- Must have and maintain a valid State of Illinois driver's license with a minimum classification of "D" at the time of application
- Must have the following Illinois Office of the State Fire Marshal certifications at time of promotion:
 - Fire Service Vehicle Operator (FSVO)
 - Firefighter III (FF3) or Advanced Technician Firefighter (ATF)
 - Fire Service Instructor I
 - Fire Service Instructor II
 - Incident Safety Officer (ISO)

WORKING CONDITIONS

- General office environment
- Extreme weather conditions
- Hazardous conditions
- Extreme heat
- Public safety work environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Firefighting personal protection and related equipment
- Firefighting equipment and apparatus
- Two-way radios
- Hazardous material equipment

PHYSICAL REQUIREMENTS

- Stressful and physically demanding environment
- Strenuous firefighting work requiring physical strength, coordination, endurance and flexibility
- Standing for extended or continuous periods of time
- Safely and lawfully operating automotive vehicles and associated equipment
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone

- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge:

Comprehensive knowledge of:

- *Departmental orders and other written policies and procedures (e.g., General Orders and addenda, Special Directives, Memoranda, SOPs, Rules and Regulations, Policies and Procedures, Code of Professional Conduct, and Labor agreements of the Chicago Fire Department)
- *Department training materials and drill and evolution procedures
- *Department disciplinary procedures and personnel administration and management principles, policies, practices, and techniques
- *CFD medical policies, procedures, and methods for safeguarding employee health and safety policies and procedures
- *policies and procedures related to manpower planning/staffing and related staffing requirements
- *radio communication, procedures, and protocols
- *municipal and private fire protection systems and their operation
- *Department response levels, chain of command, and incident command procedures at emergency incidents
- *building construction, fire behavior, size up procedures, and fireground tactics for incident operations
- *State and local laws, rules and regulations relating to the operation of emergency vehicles

Moderate knowledge of:

- applicable computer software packages and applications
- applicable writing techniques for preparation of required reports and forms

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills:

- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- *JUDGMENT AND DECISION-MAKING – Apply past experience to current decisions; make timely and sound decisions, even under conditions of uncertainty; assess and manage risks; apply rules and guidelines in new situations
- *INTERPERSONAL SKILLS – Develop and maintain effective, inclusive, and cooperative working relationships with others; discuss sensitive subjects tactfully and diplomatically; respect others' perspectives and differences
- *COACHING AND DEVELOPING OTHERS – Guide others in their professional and personal growth; foster others' learning by sharing knowledge and experience; conduct formal training; act as a resource in support of others' career development; encourage others to achieve; create enthusiasm and a desire to perform

- ***CONFLICT RESOLUTION** – Identify interpersonal/teamwork problems and proactively take action to resolve them; maintain a harmonious work environment by addressing small disagreements between members early before they escalate and affect operations
- ***MANAGEMENT OF PERSONNEL AND RESOURCES** – Allocate and use Department personnel and resources to maximize efficiency and effectiveness of the battalion; direct the activities of individuals and groups toward the accomplishment of regular duties and special functions; maintain personal accountability and hold others accountable for accurate and thorough work; direct and monitor the actions and decisions of subordinates and accept responsibility of the broader results
- ***LEADERSHIP** – Demonstrate willingness to lead, take charge, and offer opinions and direction at the battalion level; identify positive goals and guide or motivate others to attain them; gain support and commitment from others during normal operations and in crisis situations; influence individual and group values, behaviors, or outcomes through one's own words and actions
- ***PLANNING AND ORGANIZATION** – Organize time and work efficiently; set and adjust priorities; coordinate own work activities to make efficient and appropriate use of time and resources

Abilities:

- ***SPEAK** – Communicate information and ideas in speaking so others will understand
- ***COMPREHEND WRITTEN INFORMATION** – Read and understand information and ideas presented in writing
- ***WRITE** - Communicate information and ideas in writing so others will understand
- ***REASON TO SOLVE PROBLEMS** – Apply general rules to specific problems to produce answers that make sense

Other Work Requirements:

- ***INITIATIVE** – Demonstrate willingness to take on job challenges
- ***ADAPTABILITY/FLEXIBILITY** – Be open to change (positive or negative) and to considerable variety in the workplace
- ***PERSONAL INTEGRITY** - Be consistent with one's principles, values, statements, and behaviors; build trust and credibility with others through demonstrated honesty and commitment to ethical values; accept responsibility for one's own decisions and actions in the face of challenge or adversity
- ***ATTENTION TO DETAIL** – Pay careful attention to detail and thoroughness in completing work tasks
- ***PROFESSIONAL ORIENTATION AND COMMITMENT** - Remain firm in one's allegiance to the Department's core values and remain faithful in pursuit of the Department's mission despite obstacles or opposition; set high standards for personal and others' job performance; follow Department policies and regulations and support their intent and value; demonstrate positive regard for one's career and the firefighting profession
- ***SELF-CONFIDENCE/AWARENESS** – Demonstrate security in own capabilities and convictions; act with certainty in difficult or new environments; project a positive self-image; be willing to voice concerns or handle situations without being easily intimidated; understand own strengths, weaknesses, limitations, values, motives, and preferences and how these impact own behavior and others

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
September, 2019